CITY LEADERSHIP
RECRUIT · DEVELOP · CATALYZE

Job Opening
City Leadership Data Resident
Classification and time: Part-time, 15-25 hours per week

Resident Job Summary

We are seeking Data Residents to join our team for the fall semester internship. As a Data Resident, you will work closely with our team, managed by our Data Scientist, to support various data initiatives and projects. We are seeking individuals eager to learn and passionate about leveraging data to drive meaningful action. This residency offers the opportunity to be as robust and challenging as the resident hopes or aspires for, providing real-world experience at the intersection of data science and the non-profit sector.

City Leadership values individuals who embody our core values of being thoughtful and curious. You will have the opportunity to contribute to meaningful projects that align with our mission, where no challenge is too large to tackle and no task too small to undertake if it serves our cause. In this residency, you will gain exposure to key data science skills, including Excel functions, Python code, and data visualization tools.

Residency Timeline - Fall semester, with the possibility of starting earlier if available.

The Opportunity - This residency offers a diverse range of professional experiences, making it an excellent addition to your resume and a strong reference for future employment.

Here are a few areas of need you will be asked to work in:

- **Data Entry**: Fastidiously and accurately gather and input data from various sources into relevant systems.
- **Data Cleaning**: Review and correct data for accuracy, completeness, and consistency.
- **Data Analysis**: Assist in analyzing and visualizing data to identify trends and insights using tools such as Google Sheets, PowerPoint, Salesforce, Geckoboard, and Python libraries/code.
- **Data Systems:** Bring a critical eye to data systems and how the organization can evolve to be more efficient in data collection, tracking, and cleaning.
- **Report Generation**: Create reports and visualizations summarizing key data points and findings. The opportunity to present these results is available if desired.

Requirements, Qualifications, & Desired Skills

- Detail-oriented in the context of a fast-paced environment.
- Capable of hitting daily deadlines.
- Proactive; self-starter.
- Strong team collaboration skills.
- Teachable spirit, high energy, team player who desires to learn and grow.

- Desirable, but not required qualifications include Google Sheets, Excel, Salesforce, and/or Python fluency.
- Office Hours - 8:30am to 4:30pm.
  - Work schedule will be built around 15-25 hours per week throughout these times.

Compensation

- $15/hour
- Up to 25 hours a week

About the Organization

Meet our Team: https://www.cityleadership.org/whoweare

Established in 2010, City Leadership exists to maximize the leadership capital and potential of Memphis. We strongly believe that better leaders make a better city. For this reason, we strive to recruit talented individuals to Memphis, to develop leaders and organizations in Memphis, and to catalyze collaborative projects for the benefit of the city.

We consult and work with organizations and leaders from every field: businesses, nonprofit groups, government entities, schools, teachers, artists, and social entrepreneurs. City Leadership offers expertise in strategic planning, research, multimedia, branding, social media, and talent acquisition.

Equal Opportunity Statement

City Leadership is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, ethnicity, faith, national origin, gender, sexual orientation, or disabilities.

Interested!

Awesome! Submit your application here and send a follow-up email—with your full name in the subject line—to emalea@cityleadership.org.